

| Appendix 2  |             |                        |  |       |
|---|-------------|------------------------|--|-------|
| PICKUP AND DELIVERY LOCATIONS   |             |                        |  |       |
| Only the following locations will be visited by the contractor. No other stops are authorized. PLEASE DO NOT ASK THE CONTRACT EMPLOYEES TO MAKE UNAUTHORIZED STOPS. This delivery service is NOT intended to replace routine mail deliveries or the use of movers for large or bulky items. |             |                        |  |       |
| Pickup and Delivery information provided below is not all inclusive but is primarily for illustration   |             |                        |  |       |
| LOCATION  | FREQUENCY   | PICKUP                 | DELIVERY   | NOTES |
| INTERNAL TECH CENTER LOCATIONS:   |             |                        |  |       |
| Center receptionist   | twice daily | cases                  | Elsewhere in center, Record Room, or other designated locations                                    |       |
| Classification Unit   | twice daily | Dispute cases          | To other Tech Center Classif. Units<br>Materials retrieved in other locations                      |       |
| Director's office   | twice daily | Misc. materials        | To designated locations<br>Materials retrieved in other locations                                  |       |
| Examiner Mailboxes<br>(see Appendix 1 for locations in each Center)   | twice daily | Cases, other materials | Tech Support team, other tech centers, classifiers, etc.<br>Materials retrieved in other locations |       |

| LOCATION                  | FREQUENCY   | PICKUP                  | DELIVERY   | NOTES   |
|---------------------------|-------------|-------------------------|--|---|
|                           |             |                         |  |   |
| <b>HSAE Offices</b>       | twice daily | miscellaneous materials | To designated locations<br>Materials retrieved in other locations  |   |
|                           |             |                         |  |   |
|                           |             |                         |  |   |
| <b>Paralegal(s)</b>       | twice daily | Cases, other materials  | Tech Support team, other tech centers, classifiers, etc.<br>Materials retrieved in other locations                             | TC 2 (1700) to provide one joint location to be used for paralegals and SPREs |
|                           |             |                         |  |   |
|                           |             |                         |  |   |
| <b>Program Analyst(s)</b> | twice daily | Cases, other materials  | Tech Support team, other tech centers, classifiers, etc.<br>Materials retrieved in other locations                             |   |
|                           |             |                         |  |   |
|                           |             |                         |  |   |
| <b>SPRE's</b>             | once daily  | Cases, other materials  | Tech Support team, other tech centers, classifiers, etc. on next run<br>Materials retrieved in other locations on previous run |   |
|                           |             |                         |  |   |
|                           |             |                         |  |   |
| <b>SPEs</b>               | twice daily | Misc. materials         | To designated locations<br>Materials retrieved in other locations  |   |
|                           |             |                         |  |   |

| LOCATION                   | FREQUENCY   | PICKUP   | DELIVERY   | NOTES  |
|----------------------------|-------------|--|--|--|
|                            |             |  |  |  |
| <b>Tech Support Team</b>   | twice daily | New and amended cases from racks   | To examiner mailboxes (see app. 1)   |  |
|                            |             | Other materials  | To mailboxes and other locations   |  |
|                            |             | Application Files  | Pubs, Record Room, etc. on same run<br>(files to be returned to file room are<br>picked up under Applic. File Retrieval) |  |
|                            |             |  | Materials retrieved in other locations   |  |
| <b>License and Review</b>  | twice daily | Cases, other materials   | To designated locations  |  |
| PK5, 3rd floor             |             |  | Materials retrieved in other locations   |  |
|                            |             |  |  |  |
|                            |             |  |  |  |
| <b>OTHER PTO LOCATIONS</b> |             |  |  |  |
|                            |             |  |  |  |
| <b>Personnel (OHR)</b>     | once daily  | check pickup location in Rm. 707 daily even<br>if no delivery from tech center required; stop<br>at Rm 612 only if special request | deliver to tech center as marked   |  |
| PK1, 707                   |             |  | deliver materials picked up in Tech<br>Center  |  |
|                            |             |  |  |  |
| <b>STIC</b>                | once daily  | check STIC pickup point daily even if no<br>delivery from tech center required   | deliver sequence listing to examiner<br>mailbox  | This stop required for Tech<br>Center 1 only |
| CM1, Lobby                 |             |  | deliver sequence cases   |  |
|                            |             |  |  |  |
|                            |             |  |  |  |

| LOCATION                                      | FREQUENCY              | PICKUP  | DELIVERY   | NOTES   |
|---|------------------------|---|--|---|
|   |                        |   |  | This stop <b>not</b> required for Tech Center 1 |
|   |                        |   |  |   |
|   |                        |   |  |   |
| <b>OIPE--Customer Service</b>                 | twice daily            | Check Cust. Svc. pickup point daily even if no delivery from tech center required | return cases to appropriate tech center location |   |
| CP2, 6C17                                     |                        |   | deliver cases from tech center                   |   |
|   |                        |   |  |   |
| <b>FINANCE</b>                                | twice daily            | Check Ref.Branch pickup point daily even if no delivery from tech center required | return cases to appropriate tech center location | This stop <b>not</b> required for Tech Center 1 |
| <b>(Refund Branch)</b>                        |                        |   | deliver cases from tech center                   |   |
| PK1, 802                                      |                        |   |  |   |
| <b>Record Room (FIU)</b>                      | twice daily            |   | deliver cases from tech center                   |   |
| CP3, Lobby                                    | <b>set times req'd</b> |   |  |   |
|   |                        |   |  |   |
| <b>Returning Cases from Record Room (FIU)</b> | twice daily            |   | deliver cases to Tech center                     |   |
|   |                        |   |  |   |
| <b>Petitions</b>                              | twice daily            | Materials to be returned to tech center   | return cases to appropriate tech center location |   |
| CP4, 3D23                                     |                        |   | deliver cases from tech center                   |   |
|   |                        |   |  |   |
| <b>A/C Pat</b>                                | twice daily            | Check mail boxes in Room 910 daily even if no delivery from tech center required  | deliver to tech center as marked                 |   |
| PK 2, 910                                     |                        |   | deliver materials from tech center               |   |
|   |                        |   |  |   |
| <b>PCT</b>                                    | once daily             | cases to go back to center  | deliver to tech center as marked                 |   |

| LOCATION                     | FREQUENCY   | PICKUP   | DELIVERY  | NOTES |
|------------------------------|-------------|--|---|-------|
|                              |             |  | deliver materials from tech center  |       |
| <b>PUBS--Publishing Div.</b> |             |  |   |       |
| PK3, 903                     | twice daily | deliver materials from tech centers  |   |       |
| PK3, 905                     | twice daily | Printers rush cases  | deliver to tech centers as marked<br>Return applications to PUBS.                     |       |
| PK3, 924                     | once daily  | check PUBS pickup point daily even if no<br>delivery from tech center required | return cases to appropriate tech center<br>location<br>deliver cases from tech center |       |
| <b>ADMIN. COPY CENTER</b>    | twice daily | deliver materials from tech centers  |   |       |
| CP2, 6th floor               |             |  |   |       |
| <b>Official Search Unit</b>  | once daily  | deliver materials from tech centers  | Tech Support team, other tech centers,<br>classifiers, etc. on next run               |       |
| PK1, 605                     |             |  |   |       |
| <b>Security Admin. Unit</b>  | once daily  | deliver materials from tech centers  |   |       |
| PK2, 150                     |             |  |   |       |